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From: DiNatale, Margaret (DPH)
Sent: Thursday, March 27, 2008 1:37 PM
To: Gilchrist, Mary (DPH); Caloggero, Dina (DPH); Nassif, Julianne (DPH); Smole, Sandra (DPH); Szymczak, Elizabeth (DPH); Han, Linda (DPH); Konomi, Raimond (DPH); Nawn, Kathleen (DPH); Chen, Karen (DPH); Borne, Alan (DPH); Kazianis, Arthur (DPH); Jacobsen, Patricia (DPH); Rubin, Alan (DPH); Boyd, Rozelta (DPH); Gauthier, Cheryl (DPH); Swanson, Tanya (DPH); Stiles, Tracy (DPH); Jenner, Jennifer (DPH); Wang, Xingtai (DPH); Liu, Donghui (DPH); Krumholz, Glenn (DPH); Kane01, Peter (DPH); Chen, Karen (DPH); Clemmer, Jill (DPH); Khan, Annie (DPH); Salemi, Charles (DPH); Piro, Peter (DPH); Elvin, Paul (DPH); Westerling, Judith; Belanger, Peter (DPH); Ridley, Stephen (DPH); Goldbaum, Robert (DPH); Hennigan, Scott (DPH); Alfonso, Felipe (DPH); Preval, Margaret (DPH); Stinson, Cynthia (DPH); Quinn, Jennifer (DPH); Osborne, Matthew (DPH)
Cc: DiNatale, Margaret (DPH)
Subject: minutes from the Jan and Feb QI meetings
Attachments: Jan 18 2008QI Meeting.doc; Feb 22 QI mtg.rtf

Hello,
The minutes from the January and February QI meetings are attached. I will book a QI meeting time for April by next week.

If you have topics that you want included in that meeting, please send them to me by April 4.

Tentative agenda:

1. Follow up from the communication with the CDC regarding turn around times.
2. Discussion of SOPs: Document control / SOP components / SOP reviews / SOP Inventory List
3. Update from Labs regarding pipette calibrations using the gravimetric method – any problems

Thanks,
Peggy DiNatale